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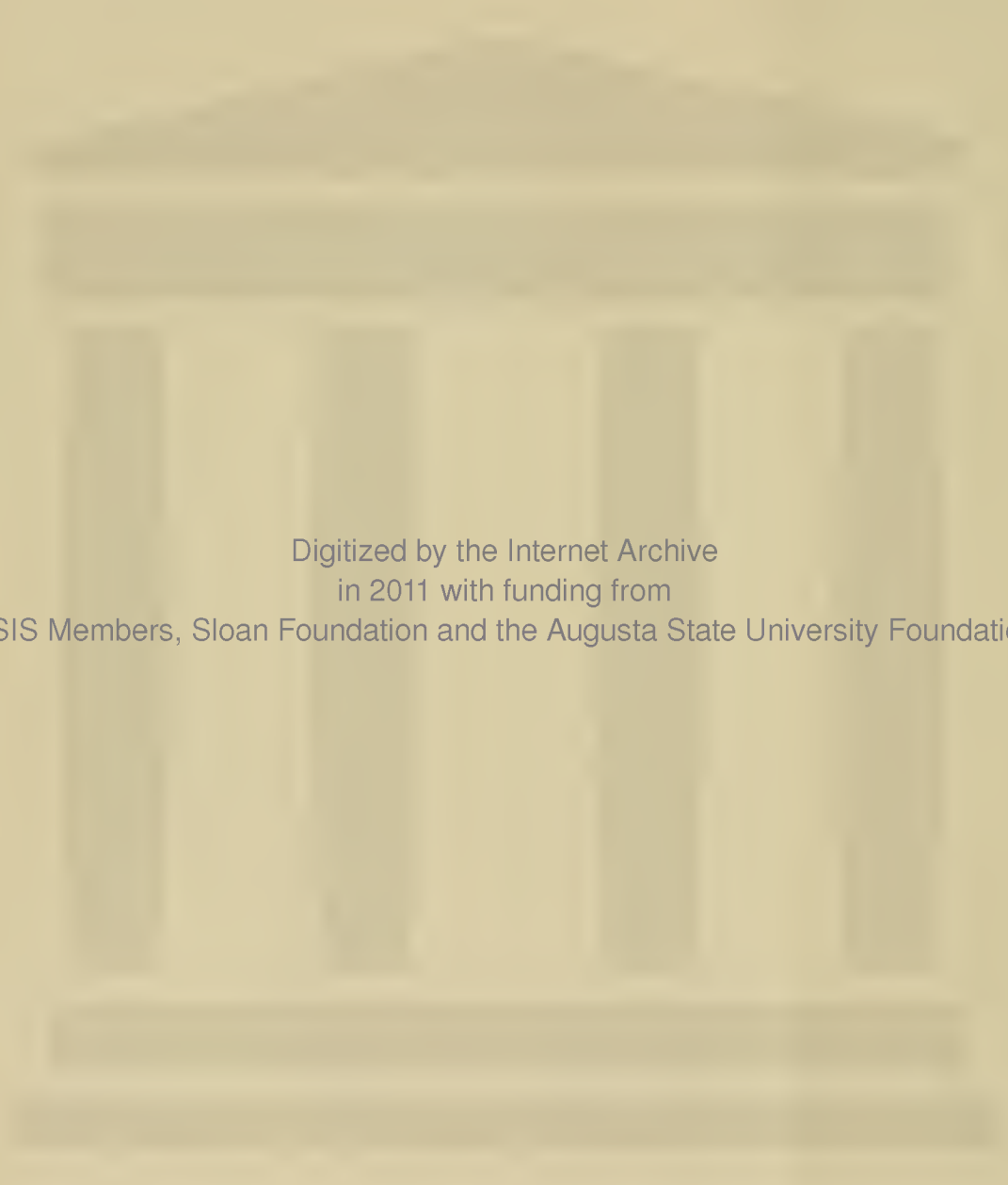
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Augusta, Georgia







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EVENING BULLETIN

Augusta College

Fall 1964 - Summer 1965





# EVENING BULLETIN

## AUGUSTA COLLEGE

---

#1 Fall Quarter

Thursday

September 24, 1964

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### GENERAL ANNOUNCEMENTS

1. Welcome to Augusta College. We hope that your time spent here will be both profitable and enjoyable. Please feel free to call on us for any advice or assistance concerning your work or credit. We are located in the Administration Building on Mondays and Thursdays from 5:30 p. m. to 11:00 p. m. Ask for Mrs. Catherine Otwell or Mr. George B. Cooke.
2. All motor vehicles driven on the Augusta College Campus by Augusta College and University of Georgia Extension students must be registered in the Comptroller's Office. All automobiles must display an Augusta College parking permit on the lower right windshield. These permits can be obtained at a later announced date.

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### FACULTY

1. PLEASE READ THE GENERAL ANNOUNCEMENTS TO YOUR CLASS EACH EVENING. Failure to do so could result in great hardship for a student.
2. 11th Period Instructors: Please dismiss your students this evening in time for them to purchase books so that valuable time will not be lost next week.  
12th Period Instructors: Hold your class no longer than 10 minutes before dismissing students to buy books. Bookstore will close at 9:00 p. m. You may, of course, ask students to return to class after purchasing books.
3. Room assignments are listed on attached sheet.
4. Initial Class Roll is attached.



EVENING BULLETIN

AUGUSTA COLLEGE

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#2 Fall Quarter

Monday

September 28, 1964

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FACULTY

1. PLEASE OBTAIN YOUR BULLETIN EACH EVENING AT THE OFFICE OF STUDENT RECORDS and read the General Announcements to your class. Failure to do so could result in great hardship for students.
2. Please do not dismiss classes early. The following evening schedule should be observed as closely as possible so that valuable time will not be lost:

11th PERIOD	6:00-8:10 p. m.
5 minute Break	7:00-7:05 p. m.
12th PERIOD	8:30-10:40 p. m.
5 minute Break	9:30-9:35 p. m.



# EVENING BULLETIN

AUGUSTA COLLEGE

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#3 Fall Quarter

Thursday

October 1, 1964

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## GENERAL ANNOUNCEMENTS

1. G. I. Bill veterans and War Orphan's Act students, who have not already done so, please complete Veterans Information Forms this evening at the Office of Student Records in the Administration Building.
2. All student course changes must be completed this evening; report to the Office of Student Records in the Administration Building. Students who have not turned in their white COURSE CHANGE CARDS will NOT be included on the OFFICIAL CLASS ROLLS.

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## FACULTY

Do not permit a student to remain in your class unless student is on your class roll or presents a white COURSE CHANGE CARD. Please send students who have not met the above requirements to the Office of Student Records.



EVENING BULLETIN

AUGUSTA COLLEGE

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#4 Fall Quarter

Monday

October 5, 1964

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GENERAL ANNOUNCEMENT

I. D. CARDS FOR EXTENSION STUDENTS: University of Georgia Extension students may obtain I. D. Cards in the Office of Student Records, Administration Building.

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FACULTY

1. Your Official Class Roll is attached. Please pay careful attention to directions at top of page.
2. Part-Time Faculty: There will be a meeting of the part-time faculty on Wednesday, October 14, at 6:00 p. m. in Library 2-3. The dean and the department heads will be present. Your presence is requested.





# EVENING BULLETIN

AUGUSTA COLLEGE

---

#5 Fall Quarter

Thursday

October 8, 1964

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## GENERAL ANNOUNCEMENTS

1. ATTENTION STUDENTS: Students are reminded that smoking is not permitted in halls, classrooms or labs. Smoking is permitted in student lounges, the upper level of the Library and the Student Center.
2. ATTENTION ALL STUDENTS IN TEACHER EDUCATION PROGRAMS: Please report to the Office of Student Records in the Administration Building at your convenience. Certain personal information is needed by the Department of Behavioral Sciences. This is most important.

\*\*\*\*\*

## FACULTY

EVENING FACULTY WITH LAB CLASSES: Please see Mrs. Otwell or Mr. Cooke tonight. This is important!



# EVENING BULLETIN

AUGUSTA COLLEGE

---

#6 Fall Quarter

Monday

October 12, 1964

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## GENERAL ANNOUNCEMENTS

1. ATTENTION ALL UNIVERSITY OF GEORGIA EXTENSION STUDENTS: If you do not have an I. D. card it will be to your advantage to obtain one as soon as possible. I. D. cards must be presented to check out library books, for admission to school games and social functions. I. D. cards may be obtained in the Office of Student Records, Administration Building.
2. ATTENTION ALL STUDENTS IN TEACHER EDUCATION PROGRAMS: Please, if you have not done so, report to the Office of Student **Records** in the Administration Building. It is most important for the Department of Behavioral Sciences to obtain certain information from all students in this program.

\*\*\*\*\*

## FACULTY

1. EVENING FACULTY WITH LAB CLASSES: Please give your schedule for Lab classes to Mrs. Otwell or Mr. Cooke tonight. This is most important!
2. Please return Student Withdrawal Forms to the Office of Student Records promptly upon completion.



# EVENING BULLETIN

## AUGUSTA COLLEGE

---

#7 Fall Quarter

Thursday

October 22, 1964

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### FACULTY

1. In making your plans for the quarter, please observe the following notes:

Number of Class Sessions this quarter ----- 23  
Mid-term Examinations ----- Nov. 2  
Final Examinations ----- Dec. 14 & 15  
Final Grades due ----- Dec. 16  
Registration for Winter Quarter ----- Jan. 4  
Winter Quarter Classes begin ----- Jan. 7

2. Part-Time Instructors are invited to attend:

ANNUAL MEETING  
THE GEORGIA ASSOCIATION OF JUNIOR COLLEGES  
AUGUSTA, GEORGIA

### FRIDAY, OCTOBER 23, 1964

10:00 a. m. - 1:00 p. m. Registration ----- Augusta College Student  
Center  
1:00 - 2:30 p. m. General Session ----- Augusta College Gymnasium  
2:30 - 4:30 p. m. Sectional Meetings ----- Augusta College  
\*7:30 p. m. Banquet ----- Embassy Room, Augusta  
Town House

### SATURDAY, OCTOBER 24, 1964

9:00 - 10:00 a. m. General Session ----- Embassy Room, Augusta  
Town House  
10:30 - 11:30 a. m. Business Session ----- Embassy Room, Augusta  
Town House

\*See Mr. Cooke or Mrs. Otwell this evening in order to make  
RESERVATIONS for BANQUET.



EVENING BULLETIN

AUGUSTA COLLEGE

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#8 Fall Quarter

Monday

October 26, 1964

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GENERAL ANNOUNCEMENTS

1. Attention all G. I. Bill veterans and War Orphan's Act students: Please sign Progress Reports on Thursday evening, October 29, in the Office of Student Records, Administration Building.
2. Attention all students in Teacher Education Programs: If you have not already done so, please report to the Office of Student Records. Certain personal information is needed by the Department of Behavioral Sciences. This is most important.

\*\*\*\*\*

FACULTY

Please return Student Withdrawal Reports to the Office of Student Records as soon as possible.





# EVENING BULLETIN

AUGUSTA COLLEGE

---

#9 FALL QUARTER

Thursday

October 29, 1964

---

## GENERAL ANNOUNCEMENTS

1. G. I. Bill veterans and War Orphan's Act students are reminded to please sign Progress Reports this evening at the Office of Student Records in the Administration Building.
2. AUTOMOBILE REGISTRATION: All motor vehicles driven on the Augusta College Campus by Augusta College and University of Georgia Extension Students must be registered and MUST DISPLAY an Augusta College parking permit on the lower right windshield by NOVEMBER 3, 1964. Parking permits for the Fall Quarter may be purchased at a cost of \$2.00 in the Student Center on Monday and Thursday evenings from 5:30 to 8:30 p. m.

\*\*\*\*\*

## FACULTY

### EXAMINATION SCHEDULE FOR FALL QUARTER:

11th PERIOD	Monday, December 14, 1964	7:00-10:00 p. m.
12th PERIOD	Tuesday, December 15, 1964	7:00-10:00 p. m.



EVENING BULLETIN

AUGUSTA COLLEGE

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#10 Fall Quarter

Monday

November 2, 1964

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GENERAL ANNOUNCEMENTS

1. G. I. Bill veterans and War Orphan's Act students who have not already done so, please sign Progress Reports at the Office of Student Records in the Administration Building.
2. REMINDER: After tonight, Nov. 2nd, violators of student driving rules and regulations will be given traffic notices. The first offense is a fine of \$2.50. If you have not already done so, you must purchase your parking permit tonight in the Student Center from 5:30 to 8:30 p. m. or be fined if you drive your car on the campus without a permit.



EVENING BULLETIN

AUGUSTA COLLEGE

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#11 Fall Quarter

Thursday

November 5, 1964

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GENERAL ANNOUNCEMENT

ATTENTION ALL TRANSIENT STUDENTS: If you plan to register on Jan. 4, 1965, for the Winter Quarter, please report to the Office of Student Records in the Administration Building.

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FACULTY

FINAL EXAMINATION SCHEDULE:

11th Period ----- Monday, Dec. 14, 1964, 7:00-10:00 p. m.  
12th Period ----- Tuesday, Dec. 15, 1964, 7:00-10:00 p. m.  
Final Grades due ----- Thursday, Dec. 17, 1964, by 12:00 noon  
Registration for Winter Quarter -- Monday, Jan. 4, 1965  
Winter Quarter classes begin ----- Thursday, Jan. 7, 1965



EVENING BULLETIN

AUGUSTA COLLEGE

---

#12 Fall Quarter

Monday

November 9, 1964

---

GENERAL ANNOUNCEMENT

ATTENTION ALL EVENING STUDENTS: Students who have not obtained parking permits are urged to do so immediately. Parking permits are available in the Student Center on Monday and Thursday evenings from 5:30 to 8:30 p. m. All parking violations of evening students will be handled in the Student Center.





EVENING BULLETIN

AUGUSTA COLLEGE

---

#13 Fall Quarter

Thursday

November 12, 1964

---

GENERAL ANNOUNCEMENTS

1. ANNUAL PICTURES: On Thursday, Nov. 19th, the photographer will be on the second floor of Bellevue Hall from 5:00 to 9:00 p. m. in order that pictures may be taken for the college yearbook.

Gentlemen are asked to wear white shirts, dark ties, and dark coats. Ladies may wear any dress they deem suitable.

We are extremely anxious to have the evening University of Georgia Extension and Augusta College students well represented this year. Please have your picture taken!

2. STUDENTS INTERESTED IN UNIVERSITY OF GEORGIA EXTENSION COURSES are invited to state their preferences for course offerings. Course preferences must be submitted to Mr. Cooke at the Office of Student Records in the Administration Building this evening. Your immediate response will be instrumental in having your course preferences scheduled Winter Quarter.

Please state if you are interested in the following requests:

ENG 410 HISTORY OF ENGLISH LANGUAGE  
MAT 502 BASIC IDEAS OF ARITHMETIC  
PHY 305 ETHICS

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FACULTY

1. ATTENTION UNIVERSITY OF GEORGIA EXTENSION AND AUGUSTA COLLEGE INSTRUCTORS: Please have your picture taken on Thursday, Nov. 19th, and make a special effort to encourage your students to do likewise in order that our evening program will be well represented in the 1965 Yearbook.
2. Please emphasize notice concerning University of Georgia Extension courses in class tonight. We are not interested in requests for Augusta College course offerings. If time can be spared at the beginning of class, we shall appreciate your distributing, collecting and returning attached forms to the Office of Student Records this evening. Thank you! --GBC



EVENING BULLETIN

AUGUSTA COLLEGE

---

#14 Fall Quarter

Monday

November 16, 1964

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GENERAL ANNOUNCEMENTS

1. ATTENTION UNIVERSITY OF GEORGIA EXTENSION AND AUGUSTA COLLEGE STUDENTS:  
PLEASE MAKE PLANS TO HAVE YOUR PICTURE TAKEN IN ORDER THAT OUR EVENING  
PROGRAM WILL BE WELL REPRESENTED IN THE 1965 YEARBOOK.

WHEN: Thursday, November 19th

WHERE: Second Floor, Bellevue Hall

TIME: 5:00 to 9:00 p. m.

2. JOB OPPORTUNITIES:  
STUDENTS (MALE AND FEMALE) INTERESTED IN PART-TIME OR FULL-TIME  
EMPLOYMENT

CONTACT MRS OTWELL ON MONDAY OR THURSDAY EVENING FROM 5:30 to 8:30 P. M.  
or

CONTACT MRS. DICKSON ON WEEK DAYS FROM 8:30 A. M. TO 4:30 P. M.

\*\*\*\*\*

FACULTY

REMINDER: Please have your picture taken on Thursday, Nov. 19th, and make a special effort to encourage your students to do likewise in order that our evening program will be well represented in the 1965 Yearbook.



EVENING BULLETIN

AUGUSTA COLLEGE

---

#15 Fall Quarter

Thursday

November 19, 1964

---

GENERAL ANNOUNCEMENT

REMINDER: Please have your picture taken this evening. There is no charge for this service. Pictures are being made upstairs in Bellevue Hall from 5:00 until 9:00 p. m.

\*\*\*\*\*

FACULTY

1. All part-time instructors who have final examinations to be reproduced, please give copies to Mrs. Otwell as soon as possible.
2. REMINDER: Final examination schedule:  
  
11th Period -- December 14th -- 7:00-10:00 p. m.  
12th Period -- December 15th -- 7:00-10:00 p. m.



EVENING BULLETIN

AUGUSTA COLLEGE

---

#16 Fall Quarter

Monday

November 23, 1964

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GENERAL ANNOUNCEMENTS

1. There will be no classes on Thursday evening, November 26.  
Happy Thanksgiving to all!
2. G. I. Bill veterans and War Orphan's Act students please sign Progress Reports at the Office of Student Records in the Administration Building on Monday evening, November 30.





EVENING BULLETIN

AUGUSTA COLLEGE

---

#17 Fall Quarter

Monday

November 30, 1964

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GENERAL ANNOUNCEMENTS

1. G. I. Bill veterans and War Orphan's Act students please sign Progress Reports tonight at the Office of Student Records in the Administration Building.
2. FINAL EXAMINATION SCHEDULE:  
  
8-9th Period -- Mon., Dec. 14th -- 3:15-6:15 p. m.  
11th Period --- Mon., Dec. 14th -- 7:00-10:00 p. m.  
12th Period --- Tues., Dec. 15th - 7:00-10:00 p. m.



# EVENING BULLETIN

AUGUSTA COLLEGE

---

#18 Fall Quarter

Thursday

December 3, 1964

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## GENERAL ANNOUNCEMENTS

1. G. I. Bill Veterans and War Orphan's Act Students please sign Progress Reports tonight at the Office of Student Records in the Administration Building.
2. PLEASE RETURN ANNUAL PROOFS TO THE OFFICE OF STUDENT RECORDS, ADMINISTRATION BUILDING, AS SOON AS POSSIBLE.

\*\*\*\*\*

## FACULTY

Grades will be due no later than 12:00 noon, Thursday, December 17th, and should be reported as follows:

A+	Exceptional
A	Excellent
B+	Very Good
B	Good
C+	Average
C	Fair
D+	Poor
D	Very Poor
F*	Failure
WP*	Withdrawal, Passing
WF*	Withdrawal, Failing
I*	Incomplete

\* See details concerning these grades in the college catalogue.



EVENING BULLETIN

AUGUSTA COLLEGE

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#19 Fall Quarter

Monday

December 7, 1964

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GENERAL ANNOUNCEMENTS

1. ATTENTION ALL EVENING STUDENTS: Please return annual proofs to the Office of Student Records, Administration Building, as soon as possible.
2. ATTENTION G. I. BILL VETERANS AND WAR ORPHAN'S ACT STUDENTS: Please sign last Progress Report for Fall Quarter at the Office of Student Records, Administration Building, either on Thursday, December 10, or evening of final examination.



EVENING BULLETIN

AUGUSTA COLLEGE

---

#20 Fall Quarter

Thursday

December 10, 1964

---

GENERAL ANNOUNCEMENTS

1. ATTENTION G. I. BILL VETERANS AND WAR ORPHAN'S ACT STUDENTS: Please sign last Progress Reports for Fall Quarter at the Office of Student Records in the Administration Building tonight or evening of final examination.
2. ATTENTION STUDENTS: The Snack Bar and The Book Store will be open  
Monday, December 14th -- 6:00-7:00 p. m.  
Tuesday, December 15th - 6:00-7:00 p. m.

\*\*\*\*\*

FACULTY

1. Forms for reporting grades are attached.
2. REMINDER: Grades will be due no later than 12:00 noon, Thursday, December 17th.
3. Please give attached cards to your students this evening - follow instructions on Memo from Mr. Wallace. PLEASE CALL ATTENTION TO CORRECTION.





# EVENING BULLETIN

## AUGUSTA COLLEGE

---

#1 Winter Quarter

Thursday

January 7, 1965

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### GENERAL ANNOUNCEMENTS

1. AUTOMOBILE REGISTRATION: All motor vehicles driven on the Augusta College Campus by Augusta College and University of Georgia students must be registered and display an Augusta College parking permit on the lower right windshield by Friday, January 15, 1965. Permits may be purchased tonight and Monday night in the Comptroller's Office in the Administration Building. Permits for the Winter Quarter cost \$2.00. Permits are transferable, but each car must display a permit while on campus.
2. Any student who has registered late or changed classes is requested to RETURN THE WHITE ADD-DROP IBM CARD to the Office of Student Records in the Administration Building before leaving campus this evening.

\*\*\*\*\*

### FACULTY

1. PLEASE READ THE GENERAL ANNOUNCEMENTS TO YOUR CLASS EACH EVENING. Failure to do so could result in great hardship for a student.
2. Your Initial Class Roll is attached.
3. Room assignments are listed on attached sheet.
4. YOUR ATTENTION IS CALLED TO INSTRUCTIONS ON UPPER LEFT CORNER OF CLASS ROLL. Please initial student's white Add-Drop IBM card and emphasize the importance of student returning card tonight to Office of Student Records.
5. 11th Period Instructors: Please dismiss your students this evening in time for them to purchase books so that valuable time will not be lost next week.  
12th Period Instructors: Hold your class no longer than 10 minutes before dismissing students to buy books. Bookstore will close at 9:00 p. m. You may, of course, ask students to return to class after purchasing books.



# EVENING BULLETIN

AUGUSTA COLLEGE

---

#2 Winter Quarter

Monday

January 11, 1965

---

## GENERAL ANNOUNCEMENTS

1. AUTOMOBILE REGISTRATION: All motor vehicles driven on the Augusta College Campus by Augusta College and University of Georgia students must be registered and display an Augusta College parking permit on the lower right windshield by Friday, January 15, 1965. Permits may be purchased tonight in the Comptroller's Office in the Administration Building.
2. Any student who has registered late or changed classes must RETURN THE WHITE ADD-DROP IBM CARD TONIGHT to the Office of Student Records in the Administration Building.

\*\*\*\*\*

## FACULTY

1. Please send students who are not on your class roll or who have not presented to you a white Add-Drop IBM card to the Office of Student Records.
2. In the future Evening Bulletins, etc., will be delivered to you. However, examinations to be duplicated must be delivered and picked up by faculty member. Five days advance notice is requested for duplication of materials.
3. Please do not dismiss classes early. The following evening schedule should be observed as closely as possible so that valuable time will not be lost:

11th PERIOD	6:00-8:10 p. m.
5 minute BREAK	7:00-7:05 p. m.

12th PERIOD	8:30-10:40 p. m.
5 minute BREAK	9:30-9:35 p. m.



EVENING BULLETIN

AUGUSTA COLLEGE

---

#3 Winter Quarter

Thursday

January 14, 1965

---

GENERAL ANNOUNCEMENTS

1. I. D. CARDS FOR UNIVERSITY OF GEORGIA EXTENSION STUDENTS: Extension students may obtain I. D. Cards in the Office of Student Records in the Administration Building.
2. ATTENTION STUDENTS: Students are reminded that smoking is not permitted in halls, classrooms or labs. Smoking is permitted in student lounges, the upper level of the Library and the Student Center.
3. REMINDER: All motor vehicles driven by students on the Augusta College Campus must be registered and display an Augusta College parking permit on the lower right windshield by Friday, January 15, 1965. Permits may be purchased on Monday and Thursday evenings in the Student Center.

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FACULTY

Your Official Class Roll is attached. Please pay careful attention to directions at top of page.



# EVENING BULLETIN

AUGUSTA COLLEGE

---

#4 Winter Quarter

Monday

January 25, 1965

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## GENERAL ANNOUNCEMENTS

1. ANNUAL PICTURES: We are extremely anxious to have the University of Georgia Extension and the Augusta College Evening Programs well represented in the 1965 Yearbook. PLEASE MAKE PLANS TO HAVE YOUR PICTURE TAKEN MONDAY, FEBRUARY 1, 1965. The photographer will be UPSTAIRS, BELLEVUE HALL from 5:00 p. m. until 8:45 p. m.
2. ATTENTION G. I. BILL VETERANS AND WAR ORPHAN'S ACT STUDENTS: Please sign Progress Reports at the Office of Student Records in the Administration Building.

\*\*\*\*\*

## FACULTY

1. Please, if you have not already done so, have your picture taken on Monday, February 1st, 5:00 to 8:45 p. m., Upstairs, Bellevue Hall, and make a special effort to encourage your students to do likewise in order that our evening program will be well represented in the 1965 Yearbook.
2. In making your plans for the quarter, please observe the following notes:

Class sessions this quarter:	20
Mid-Term:	February 8, 1965
Final Examinations:	March 15 & 16, 1965
Registration for Spring Quarter:	March 23, 1965
Spring Quarter classes begin:	March 25, 1965





EVENING BULLETIN

AUGUSTA COLLEGE

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#5 Winter Quarter

Thursday

January 28, 1965

---

GENERAL ANNOUNCEMENTS

1. REMINDER: Augusta College and University of Georgia Extension students, who have not had their pictures made for the 1965 Yearbook, are requested to please make plans to do so on Monday, February 1st, upstairs, Bellevue Hall, 5:00 - 8:45 p. m.
2. REMINDER: G. I. Bill Veterans and War Orphan's Act students please sign Progress Reports at the Office of Student Records in the Administration Building.



EVENING BULLETIN

AUGUSTA COLLEGE

---

#6 Winter Quarter

Monday

February 1, 1965

---

GENERAL ANNOUNCEMENT

ATTENTION ALL AUGUSTA COLLEGE AND UNIVERSITY OF GEORGIA EVENING STUDENTS.

Tonight is the night to have your pictures made for the 1965 Yearbook,  
Upstairs, Bellevue Hall, 5:00 to 8:45 p. m.

\*\*\*\*\*

FACULTY

1. Please have your picture made tonight if you have not already done so.
2. Please return Student Withdrawal Reports to the Office of Student Records as soon as possible.



# EVENING BULLETIN

AUGUSTA COLLEGE

---

#7 Winter Quarter

Thursday

February 4, 1965

---

## GENERAL ANNOUNCEMENT

The Director of the Evening Program would like to arrange for the Spring Quarter a schedule of University of Georgia Extension classes that will meet your needs and desires. We are requesting that you list such classes on a Course Request Form tonight. Your instructor will distribute these forms upon request.

\*\*\*\*\*

## FACULTY

Please distribute the attached Course Request Forms to students desiring them, and allow them a few minutes of class time for completion. Please make clear to them that we are interested only in requests for University of Georgia Extension courses. Please collect completed forms and return them to Mr. Cooke's Office before you leave tonight.



EVENING BULLETIN

AUGUSTA COLLEGE

---

#8 Winter Quarter

Thursday

February 11, 1965

---

FACULTY

FINAL EXAMINATION SCHEDULE:

11th PERIOD ----- TUESDAY, MARCH 16, 1965

12th PERIOD ----- MONDAY, MARCH 15, 1965

FINAL GRADES DUE ----- WEDNESDAY, MARCH 17, 1965





# EVENING BULLETIN

AUGUSTA COLLEGE

---

#9 Winter Quarter

Monday

February 15, 1965

---

## FACULTY

ATTENTION AUGUSTA COLLEGE AND UNIVERSITY OF GEORGIA EXTENSION  
INSTRUCTORS: Grades for the Winter Quarter will be due no later  
than 6:00 p. m. on Wednesday, March 17th and should be reported as  
follows:

A+	Exceptional
A	Excellent
B+	Very Good
B	Good
C+	Average
C	Fair
D+	Poor
D	Very Poor
F*	Failure
WP*	Withdrawal, Passing
WF*	Withdrawal, Failing
I*	Incomplete

\* See details concerning these grades in the college catalogue.



EVENING BULLETIN

AUGUSTA COLLEGE

---

#10 Winter Quarter

Thursday

February 18, 1965

---

GENERAL ANNOUNCEMENTS

1. FINAL EXAMINATION SCHEDULE:

11th PERIOD ----- TUESDAY, MARCH 16, 1965

12th PERIOD ----- MONDAY, MARCH 15, 1965

2. War Orphan's Act students please plan to sign Progress Reports during next week at the Office of Student Records in the Administration Building.

\*\*\*\*\*

FACULTY

All part-time instructors who have final examinations to be reproduced, please give copies to Mrs. Otwell as soon as possible.



EVENING BULLETIN

AUGUSTA COLLEGE

---

#11 Winter Quarter

Monday

February 22, 1965

---

GENERAL ANNOUNCEMENT

1. War Orphan's Act students please sign Progress Reports at the Office of Student Records in the Administration Building.
2. ATTENTION STUDENTS: Lists of changes in classroom assignments because of construction in Science Building have been posted on all Bulletin Boards. Please check list for your new classroom assignment.

\*\*\*\*\*

FACULTY

ATTENTION ALL INSTRUCTORS HOLDING CLASSES IN SCIENCE BUILDING: The attached list will show classroom changes which have been made because of construction in Science Building. The changes are to be permanent unless you are notified otherwise.



EVENING BULLETIN

AUGUSTA COLLEGE

---

#12 Winter Quarter

Monday

March 1, 1965

---

GENERAL ANNOUNCEMENTS

1. SMOKING IS PROHIBITED IN ALL AREAS OF THE CHATEAU EXCEPT IN THE LOUNGE (small area next to rest rooms).
2. War Orphan's Act students, who have not already done so, please sign Progress Reports at the Office of Student Records in the Administration Building.

\*\*\*\*\*

FACULTY

1. Please emphasize the fact that smoking is positively prohibited in all areas of the Chateau except small area next to rest rooms.
2. So that faculty can have a parking place closer to the CHATEAU, the area adjoining the English department building has been designated for faculty parking.

The English department is housed in the first white house to the right of the Arsenal Avenue gate.





EVENING BULLETIN

AUGUSTA COLLEGE

---

#13 Winter Quarter

Thursday

March 4, 1965

---

GENERAL ANNOUNCEMENTS

1. EXAMINATION SCHEDULE FOR WINTER QUARTER:

PERIOD 11      Tuesday, March 16, 1965      7:00-10:00 p. m.

PERIOD 12      Monday, March 15, 1965      7:00-10:00 p. m.

2. IMPORTANT NOTICE: The lounge area immediately adjacent to the rest rooms is the only area for smoking in the CHATEAU. Fire hazard - please observe!

3. JOB OPPORTUNITIES: If interested in any of the following job opportunities please contact Mrs. Dickson in the Office of Student Records (8:00 a. m. to 4:30 p. m.):

Male student, over 18 years of age, automobile required, 30 hour work week, \$1.50 per hour plus 8¢ per mile car allowance.

Male student, driver's license required, 15 hour work week, \$1.25 per hour.

Male student, week-end work, \$1.00 per hour.

Male or female student, 9:00 a. m. to 1:00 p. m. on Mondays, Tuesdays, Wednesdays, Thursdays and Saturdays, \$1.00 per hour.

\*\*\*\*\*

FACULTY

1. DEADLINE FOR GRADES: 6:00 p. m., Thursday, March 18, 1965.

2. Your cooperation in reporting grades as early as possible will be appreciated by the entire staff of the records office.



# EVENING BULLETIN

## AUGUSTA COLLEGE

---

#14 Winter Quarter

Thursday

March 11, 1965

---

### GENERAL ANNOUNCEMENTS

1. ATTENTION STUDENTS: THE BOOK STORE AND SNACK BAR will be open Monday and Tuesday evenings, March 15th and 16th from 6:00-7:00 p. m.
2. IMPORTANT NOTICE: All students and faculty members are urged to lock doors of cars parked in Augusta College parking lots. It has been brought to our attention that there have been a number of thefts from cars on campus.
3. EXAMINATION SCHEDULE FOR WINTER QUARTER:

Period 11	Tuesday, March 16th	7:00-10:00 p. m.
Period 12	Monday, March 15th	7:00-10:00 p. m.

\*\*\*\*\*

### FACULTY

1. Forms for reporting grades are attached.
2. REMINDER: In recording grades please use a ball point pen. COMPLETE Instructor's Grade Report and Cards IN FULL, SIGN AND DATE. (Please do not fold, staple, or spindle cards).  
  
Tear off right-hand sections of Instructor's Grade Report and post. Please notify your students where these sections will be posted.  
  
Return Class Cards and copies of Instructor's Grade Report to the Office of Student Records no later than 6:00 p. m., Thursday, March 18.
3. I express my appreciation to each of you for making our evening program academically sound and a great asset to our students, community and college. You shall be called after registration (March 23) relative to classes for next quarter. Classes begin on March 25.

--GBC



# EVENING BULLETIN

AUGUSTA COLLEGE

---

#1 Spring Quarter

Thursday

March 25, 1965

---

## GENERAL ANNOUNCEMENTS

1. All motor vehicles driven on the Augusta College Campus by Augusta College and University of Georgia Extension students must be registered in the Comptroller's Office. All automobiles must display an Augusta College parking permit on the lower right windshield by April 2, 1965. These permits can be obtained tonight in the Business Office in the Administration Building.
2. Library Hours:  
Thursday, March 25            8:00 a. m. - 6:15 p. m.  
Friday, March 26            8:00 a. m. - 5:00 p. m.  
Saturday & Sunday, March 27-28    CLOSED  
Regular schedule begins Monday, March 29.
3. Books may be purchased in the Student Center tonight from 5:30-9:00 p. m.

\*\*\*\*\*

## FACULTY

1. PLEASE READ THE GENERAL ANNOUNCEMENTS TO YOUR CLASS EACH EVENING. Failure to do so could result in great hardship for a student.
2. Please dismiss your students this evening in time for them to purchase books. The bookstore will be open from 5:30-9:00 p. m. You may, of course, ask students to return to class after purchasing books.
3. Initial Class Roll and Room Assignments are attached.



# EVENING BULLETIN

## AUGUSTA COLLEGE

---

#2 Spring Quarter

Monday

March 29, 1965

---

### GENERAL ANNOUNCEMENTS

1. REMINDER: All motor vehicles driven on the Augusta College Campus by students must be registered in the Comptroller's Office and must display a parking permit on the lower right windshield by April 2, 1965. Permits can be purchased tonight in the Business Office in the Administration Building.
2. War Orphan's Act students please sign Progress Reports at the Office of Student Records in the Administration Building.
3. University of Georgia Extension students may obtain I. D. Cards at the Office of Student Records in the Administration Building.

\*\*\*\*\*

### FACULTY

1. Please observe the following evening schedule as closely as possible so that valuable time will not be lost:  

11th PERIOD	6:00-8:10 p. m.
5 Minute Break	7:00-7:05 p. m.
12th PERIOD	8:30-10:40 p. m.
5 Minute Break	9:30-9:35 p. m.
2. If you have not already done so, please obtain your parking permit from the Business Office.





EVENING BULLETIN

AUGUSTA COLLEGE

---

#3 Spring Quarter

Thursday

April 1, 1965

---

GENERAL ANNOUNCEMENTS

1. AUTOMOBILE REGISTRATION: Starting with tonight, parking permits may be purchased in the Student Center on Monday and Thursday evenings from 5:30 to 8:30 p. m. You are reminded that all motor vehicles driven on the Augusta College Campus must be registered in the Comptroller's Office and must display a parking permit on the lower right windshield by Friday, April 2, 1965.
2. ATTENTION ALL STUDENTS: It has been reported to the Director of Student Services by the Augusta Police Department that items are being stolen from cars. We urge all students to lock car doors.
3. IMPORTANT NOTICE: Because of obvious fire hazard, smoking is prohibited in all classroom buildings and halls except in designated areas such as lounges, porches, upper level of Library and Student Center.

\*\*\*\*\*

FACULTY

Your Official Class Roll is attached. Please pay careful attention to directions at top of page.



# EVENING BULLETIN

## AUGUSTA COLLEGE

---

#4 Spring Quarter

Monday

April 5, 1965

---

### GENERAL ANNOUNCEMENT

UNIVERSITY OF GEORGIA EXTENSION COURSES: The Director of the Evening Program would like to arrange for the Summer Quarter a schedule of University of Georgia Extension courses that will meet your needs and desires. We are requesting that you list such courses on a Course Request Form and return to the Office of Student Records tonight. Your instructor will distribute these forms upon request.

\*\*\*\*\*

### FACULTY

1. Please distribute the attached Course Request Forms to students desiring them and allow students a few minutes of class time for completion. Please collect completed forms and return to Mr. Cooke's Office tonight.
2. In making your plans for the quarter, please observe the following notes:

Class sessions this quarter:	19
Mid-Term examinations:	April 26, 1965
Final examinations:	May 31, 1965 & June 1, 1965
Registration for Summer Quarter:	June 10, 1965
Summer Quarter classes begin:	June 11, 1965

# THE HISTORY OF THE CITY OF BOSTON

By JOHN B. HENNING, Esq., of the City of Boston.

1790.

THE HISTORY OF THE CITY OF BOSTON, FROM THE FIRST SETTLEMENT, TO THE PRESENT TIME. BY JOHN B. HENNING, ESQ., OF THE CITY OF BOSTON. IN TWO VOLUMES. VOL. I. BOSTON: PRINTED AND SOLD BY J. B. HENNING, AT THE SIGN OF THE CROWN, IN THE MARKET PLACE. 1790.

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EVENING BULLETIN

AUGUSTA COLLEGE

---

#5 Spring Quarter

Thursday

April 22, 1965

---

GENERAL ANNOUNCEMENTS

1. MONSIGNOR BURKE'S WARNING TO STUDENTS: All cars parked on the grounds of St. Mary's On The Hill School will be removed by the police effective Monday, April 26, 1965.
2. The Lost and Found Department is located in Bellevue Hall. To redeem lost articles, contact Mrs. Katherine Hogan, 8:30 a. m. to 4:30 p. m., telephone: 733-2235.

\*\*\*\*\*

FACULTY

1. Please complete the attached Questionnaire for the Library Committee and return to the Office of Student Records as soon as possible.
2. Please note the attached memo from Dean Gleason.



EVENING BULLETIN

AUGUSTA COLLEGE

---

#6 Spring Quarter

Thursday

April 29, 1965

---

GENERAL ANNOUNCEMENT

War Orphan's Act students please sign Progress Reports tonight at the Office of Student Records in the Administration Building.

\*\*\*\*\*

FACULTY

In completing your plans for the quarter, please note the following change in schedule for final examinations:

11th PERIOD	7:00-10:00 p. m.	Tuesday, June 1, 1965
12th PERIOD	7:00-10:00 p. m.	Wednesday, June 2, 1965
Final GRADES DUE	6:00 p. m.	Friday, June 4, 1965





EVENING BULLETIN

AUGUSTA COLLEGE

---

#7 Spring Quarter

Thursday

May 6, 1965

---

GENERAL ANNOUNCEMENTS

1. ATTENTION EVENING STUDENTS: The annual staff will be in the lounge of the Chateau on Monday, May 10 and Thursday, May 13 from 5:15 to 8:30 p. m. for evening students to sign up for the annual. If this is not convenient students may call or come by the Office of Student Activities in Bellevue Hall Monday through Friday from 8:30 a. m. to 4:30 p. m.  

---Elizabeth deBeaugrine
2. JOB OPPORTUNITY: Male students, who are 25 years of age or older, interested in part time employment contact Mrs. Dickson 8:30 a. m. to 4:30 p. m. in the Office of Student Records, Administration Building. The job calls for indefinite week-end hours; however, the hours Monday through Friday will be 5:00 to 6:00 p. m.
3. All students planning to attend Augusta College for the Summer Quarter must contact the Office of Student Records in the Administration Building.



EVENING BULLETIN

AUGUSTA COLLEGE

---

#8 Spring Quarter

Monday

May 10, 1965

---

GENERAL ANNOUNCEMENTS

1. REMINDER: The annual staff will be in the lounge of the Chateau tonight from 5:15 to 8:30 p. m. for evening students to sign up for the annual.
2. All students planning to attend Augusta College for the Summer Quarter must contact the Office of Student Records in the Administration Building.

\*\*\*\*\*

FACULTY

ATTENTION FACULTY: Your special attention is called to the attached announcements.



EVENING BULLETIN

AUGUSTA COLLEGE

---

#9 Spring Quarter

Thursday

May 13, 1965

---

GENERAL ANNOUNCEMENTS

1. ATTENTION STUDENTS: Tonight may be your last chance to sign up for an annual.....you may do so by going to the lounge of the Chateau anytime between 5:30 and 8:30 p. m.
2. REMINDER: Students planning to attend Augusta College Summer Quarter must contact the Office of Student Records as soon as possible.
3. FULL-TIME JOB OPPORTUNITY: Male or female students interested in clerical employment from 12:00 noon to 4:00 p. m.--9:00 p. m. to 1:00 a. m., contact Mrs. Dickson in the Office of Student Records.

W I T N E S S

U

1905

Thursday

20

1. I have been thinking of writing you for some time but have been so busy that I could not find time to do so. I am now at home and have some time to spare.

I am now at home and have some time to spare. I am now at home and have some time to spare.

I am now at home and have some time to spare. I am now at home and have some time to spare.

EVENING BULLETIN

AUGUSTA COLLEGE

---

#10 Spring Quarter

Thursday

May 20, 1965

---

GENERAL ANNOUNCEMENT

1. FINAL EXAMINATION SCHEDULE:

11th PERIOD	7:00 - 10:00 p. m.	Tuesday, June 1, 1965
12th PERIOD	7:00 - 10:00 p. m.	Wednesday, June 2, 1965

2. ATTENTION STUDENTS: All students who desire to attend Augusta College Summer Quarter must come to the Registrar's Office and sign a "Request for Enrollment" card by the end of Spring Quarter. Deadline is Friday, June 4.





# EVENING BULLETIN

## AUGUSTA COLLEGE

---

#11 Spring Quarter

Monday

May 31, 1965

---

### GENERAL ANNOUNCEMENTS

1. ATTENTION STUDENTS: All students who desire to attend Augusta College Summer Quarter must come to the Registrar's Office and sign a "Request for Enrollment" card by Friday, June 4.
2. War Orphan's Act students please sign Progress Reports at the Office of Student Records in the Administration Building.
3. FINAL EXAMINATIONS:  
11th PERIOD                      7:00 - 10:00 p. m.                      Tuesday, June 1, 1965  
12th PERIOD                      7:00 - 10:00 p. m.                      Wednesday, June 2, 1965

\*\*\*\*\*

### FACULTY

1. Forms for reporting grades are attached.
2. Grades will be due no later than 6:00 p. m., Friday, June 4, and should be reported as follows:

A+	Exceptional
A	Excellent
B+	Very Good
B	Good
C+	Average
C	Fair
D+	Poor
D	Very Poor
F*	Failure
WP*	Withdrawal, Passing
WF*	Withdrawal, Failing
I*	Incomplete

\* See details concerning these grades in the college catalogue.



# EVENING BULLETIN

## AUGUSTA COLLEGE

---

#1 Summer Quarter

Monday

June 14, 1965

---

### GENERAL ANNOUNCEMENTS

1. AUTOMOBILE REGISTRATION: All motor vehicles driven on the Augusta College Campus by Augusta College and University of Georgia students must be registered and display an Augusta College parking permit on the lower right windshield by June 27, 1965. Permits may be purchased in the Comptroller's Office in the Administration Building. Permits for the Summer Quarter cost \$2.00. Permits are transferable, but each car must display a permit while on campus.
2. Any student who has registered late or changed classes is requested to RETURN THE WHITE ADD-DROP IBM CARD to the Office of Student Records in the Administration Building before leaving campus this evening.

\*\*\*\*\*

### FACULTY

1. PLEASE READ THE GENERAL ANNOUNCEMENTS TO YOUR CLASS EACH EVENING. Failure to do so could result in great hardship for a student.
2. Your Initial Class Roll is attached.
3. Room assignments are listed on attached sheet.
4. YOUR ATTENTION IS CALLED TO INSTRUCTIONS ON UPPER LEFT CORNER OF CLASS ROLL. Please initial student's white Add-Drop IBM card and emphasize the importance of student returning card tonight to the Office of Student Records.
5. 11th Period Instructors: Please dismiss your students this evening in time for them to purchase books so that valuable time will not be lost next week.  
12th Period Instructors: Hold your class no longer than 10 minutes before dismissing students to buy books. Bookstore will close at 9:00 p. m. You may, of course, ask students to return to class after purchasing books.



# EVENING BULLETIN

AUGUSTA COLLEGE

---

#2 Summer Quarter

Monday

June 21, 1965

---

## GENERAL ANNOUNCEMENT

REMINDER: Students who have not obtained parking permits are urged to do so immediately. All motor vehicles driven on the Augusta College Campus by students must be registered and display an Augusta College parking permit on the lower right windshield by June 27. Permits are available every Monday, Tuesday and Thursday evening in the STUDENT CENTER from 5:30-8:30 p. m.

\*\*\*\*\*

## FACULTY

1. Your "Official Class Roll" is attached. Please pay careful attention to directions at top of page.
2. Please observe the following evening schedule as closely as possible so that valuable time will not be lost:

11th Period	6:00 - 8:10 p. m.
5 Minute Break	7:00 - 7:05 p. m.
12th Period	8:30 - 10:40 p. m.
5 Minute Break	9:30 - 9:35 p. m.



# EVENING BULLETIN

AUGUSTA COLLEGE

---

#3 Summer Quarter

Thursday

June 24, 1965

---

## GENERAL ANNOUNCEMENTS

1. IMPORTANT NOTICE: Because of obvious fire hazard, smoking is prohibited in all classroom buildings and halls except in designated areas such as lounges, porches, upper level of Library and Student Center.

2. ATTENTION ALL STUDENTS who drive motor vehicles on the Augusta College campus:

Students who have not obtained parking permits are urged to do so immediately. Permits cost \$2.00 and are transferable, but each car MUST DISPLAY a permit while on campus.

Regulations governing parking will be strictly enforced beginning Monday, June 28. The parking area to be used by students is Parking Lot #1, located to your immediate left as you enter the campus from Walton Way. Students are directed to park in lanes as marked by yellow lines. Please observe the one-way traffic entering Parking Lot #1 at the entrance nearer Walton Way. All motor vehicles other than automobiles should be parked in an area marked for such vehicles in the Southwest corner of Parking Lot #1.

Please do not drive in areas marked "NO STUDENT TRAFFIC."

Parking permits are available in the STUDENT CENTER on Monday, Tuesday, and Thursday evenings from 5:30 to 8:30 p. m. All parking violations of evening students will be handled in the STUDENT CENTER.

\*\*\*\*\*

## FACULTY

In making your plans for the quarter, please observe the following notes:

Class sessions this quarter:	21
Mid-term:	July 6, 1965
Final examinations:	July 28 & 29, 1965





EVENING BULLETIN

AUGUSTA COLLEGE

---

#4 Summer Quarter

Tuesday

July 6, 1965

---

GENERAL ANNOUNCEMENTS

1. WARNING TO STUDENTS: Students are warned not to park cars on the grounds of St. Mary's On The Hill School. Students are also warned not to park on Arsenal Avenue. Police cases will be made against violators.
2. TRAFFIC HAZARD: Drivers of cars double parking to pick up students at the Arsenal Avenue entrance to Augusta College should be cautioned not to block traffic.
3. FINAL EXAMINATION SCHEDULE:

12th Period            Wednesday, July 28, 1965  
11th Period            Thursday, July 29, 1965

Tuesday, July 27, is last regular class night for Summer Quarter.



# EVENING BULLETIN

AUGUSTA COLLEGE

---

#5 Summer Quarter

Thursday

July 15, 1965

---

## GENERAL ANNOUNCEMENTS

1. SPECIAL NOTICE: There will be an exhibition of paintings of two Augusta College art students in the Student Center beginning Wednesday, July 21 through Friday, July 23. We sincerely hope that all the evening students and faculty will plan time to drop in the Student Center to review the works of Miss Janet Helm and Mr. Grover Hogan.
2. PLEASE OBSERVE NO SMOKING REGULATIONS IN CLASS ROOMS AND CLASS ROOM BUILDINGS. It has been called to our attention that students have been smoking and eating in class rooms and halls throwing cigarettes, paper cups and napkins on floors. Your cooperation in helping to maintain neat and orderly rooms and halls will be appreciated.

\*\*\*\*\*

## FACULTY

All part-time instructors who have final examinations to be reproduced, please give copies to Mrs. Otwell as soon as possible.



# EVENING BULLETIN

## AUGUSTA COLLEGE

---

#6 Summer Quarter

Monday

July 19, 1965

---

### GENERAL ANNOUNCEMENTS

#### 1. FINAL EXAMINATION SCHEDULE:

1st PERIOD	Monday, July 26	8:00-9:40 a. m.
2nd PERIOD	Monday, July 26	9:55-11:35 a. m.
3rd PERIOD	Monday, July 26	12:00-1:40 p. m.
4th PERIOD	Monday, July 26	1:50-3:30 p. m.
5th PERIOD	Monday, July 26	3:40-5:20 p. m.
11th PERIOD	Thursday, July 29	7:00-10:00 p. m.
12th PERIOD	Wednesday, July 28	7:00-10:00 p. m.

2. ATTENTION TRANSIENT STUDENTS: Transient Students planning to return to Augusta College Fall Quarter, 1965, please report to Office of Student Records in the Administration Building.

3. ATTENTION ALL PRESENT AND PAST UNIVERSITY OF GEORGIA EXTENSION STUDENTS: If you plan to enroll in Augusta College for the Fall Quarter you must request that the Registrar, University of Georgia, Athens, Georgia, send a transcript to Mr. George B. Cooke, Augusta College, Augusta, Georgia.

4. ATTENTION ALL STUDENTS: Students planning to enroll Fall Quarter please contact the Office of Student Records in the Administration Building.

\*\*\*\*\*

### FACULTY

The deadline for turning in grades for Summer Quarter will be 6:30 p. m., Friday, July 30.



EVENING BULLETIN

AUGUSTA COLLEGE

---

#7 Summer Quarter

Tuesday

July 20, 1965

---

GENERAL ANNOUNCEMENT

EXHIBITION OF PAINTINGS

the works of  
Augusta College Art Students  
MISS JANET HELM AND MR. GROVER HOGAN

on display in  
THE STUDENT CENTER  
Wednesday, Thursday, Friday  
July 21st, 22nd, 23rd





# EVENING BULLETIN

## AUGUSTA COLLEGE

---

#8 Summer Quarter

Monday

July 26, 1965

---

### GENERAL ANNOUNCEMENTS

1. IMPORTANT NOTICE: THE BOOK STORE AND SNACK BAR will be open Wednesday and Thursday evenings, July 28 and 29, from 6:00-7:00 p. m.
2. FINAL EXAMINATION SCHEDULE:  

11th PERIOD	Thursday, July 29	7:00-10:00 p. m.
12th PERIOD	Wednesday, July 28	7:00-10:00 p. m.
3. REMINDER: Students planning to enroll Fall Quarter please contact the Office of Student Records in the Administration Building.

\*\*\*\*\*

### FACULTY

FORMS FOR REPORTING GRADES ARE ATTACHED.

Please report as follows:

A+	Exceptional
A	Excellent
B+	Very Good
B	Good
C+	Average
C	Fair
D+	Poor
D	Very Poor
F	Failure
WP	Withdrawal, Passing
WF	Withdrawal, Failing
I	Incomplete

To record grades please use a ball point pen. Complete Instructor's Grade Report and Cards in full, sign and date. (Please do not fold, staple, or spindle cards)

Tear off right-hand sections of Instructor's Grade Report and post. PLEASE NOTIFY YOUR STUDENTS WHERE THESE SECTIONS WILL BE POSTED.

Return Class Cards and copies of Instructor's Grade Report (retain green copy for your files) to the Office of Student Records. The deadline for turning in grades will be 6:30 p. m., Friday, July 30.



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Spr. Q  
no. 1

EVENING BULLETIN

~~SECRET~~  
LIBRARY

AUGUSTA COLLEGE

LIBRARY  
AUGUSTA COLLEGE  
~~2500 WALTON WAY~~  
AUGUSTA, GEORGIA

#1 SPRING QUARTER

THURSDAY

March 24, 1966

GENERAL ANNOUNCEMENTS:

1. AUTOMOBILE REGISTRATION: All motor vehicles driven on the Augusta College Campus by Augusta College and University of Georgia Extension students must be registered and display a parking permit. Parking permits may be purchased tonight in the Comptroller's Office in the Administration Building.
2. ATTENTION STUDENTS WHO REGISTERED LATE OR MADE CLASS CHANGES: Please return white ADD- DROP IBM CARD to the Office of Student Records in the Administration Building.

\*\*\*\*\*

FACULTY

1. Your initial class roll is attached. Your attention is called to instructions on upper left corner.
2. Please add to your Initial Class Roll students who present to you a white ADD-DROP IBM CARD. Please send students who are not on this roll to the Office of Student Records in the Administration Building. Please report students who are on your roll but who did not attend class.
3. Please initial student's white ADD-DROP IBM CARD and emphasize the importance of student returning card immediately to the Office of Student Records in the Administration Building.
4. Please dismiss your students in time for them to purchase books so that valuable time will not be lost next week. Twelfth period instructors may, of course, ask students to return to class after purchasing books. The bookstore will close at 9:00 p.m.
5. Please read GENERAL ANNOUNCEMENTS TO your class. Failure to do so could result in great hardship for a student.
6. EVENING BULLETINS, MAIL, etc., will be delivered to you. However, examinations to be duplicated must be delivered and picked up by faculty members (five days advance notice is requested for duplicating of materials).















